

## ACCOUNTANT

**DEFINITION:** Under general supervision, performs professional accounting and related processing, reporting and control functions of moderate difficulty, including transaction processing, payroll accounting, financial system control, cost analysis, budget support, internal and external billing, internal audit reviews, project accounting and financial accounting and reporting; and performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Performs a wide range of detailed complex accounting and advisory functions pertaining to assigned fund area, accounts or department; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives.

Interprets data and points out trends or deviations from standards; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries, maintains complex ledgers, prepares detailed cost accounting information; reconciles and analyzes reports and ledgers.

Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned functions; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of public relations/customer service principles, practices and techniques.

Knowledge of computerized accounting systems and applications including general software applications.

Knowledge of accounting principles, practices and procedures.

Skill in preparing detailed and complex numerical computations and reports.

Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems.

Skill in communicating technical concepts, both orally and in writing.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

### **PREFERRED QUALIFICATIONS:**

- Proficiency in computerized accounting systems and applications, including general software applications.
- A Master's degree in Accounting, Finance, Business Administration or closely related field.

THE NAVAJO NATION

Class Code: 1519  
Financial Management and Control Series  
Financial Support Group  
Overtime Code: Exempt  
Pay Grade: 63

**ACCOUNTANT**

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.